

Meeting Minutes of the Regular Meeting
City of St. Charles
Board of Fire & Police Commissioners
Monday, December 11, 2017
5:00 p.m.
Fire Department Training Conference Room
2nd Floor Century Station

Present: Chairman Keith Rollins, Mr. Don Haines, Ms. Dianne Kellett,
Mr. John Kennedy

Absent: Dr. Steven Baginski

Also Present: Ms. Denice Brogan; Human Resources, Fire Chief Joe Schelstreet,
Police Chief Jim Keegan, Carole Murphy; Recording Secretary

1. Call to Order

Chairman Keith Rollins called the meeting to order at 5:00 pm.

2. Roll Call

Roll was called with four members present.

3. Public Forum

No Report

4. Approval of Minutes

- a. A motion was made by Ms. Dianne Kellett and seconded by Donald Haines to accept the minutes of the November 13, 2017 regular meeting. The minutes were passed as presented by a unanimous voice vote of all members present.

5. Other Business

a. Approval to Accept the Permanent Appointment of FF/PM Megan Funk

Chief Schelstreet has submitted a letter of recommendation for permanent appointment for FFPM Megan Funk to Mr. Keith Rollins stating FF Funk has successfully completed all of her probationary requirements as of December 12, 2017.

A motion was made by Mr. John Kennedy and seconded by Mr. Don Haines to accept the permanent appointment of FFPM Megan Funk.

The motion was passed by a unanimous voice vote of all members present.

b. Additional Discussion Only

Chief Keegan reviewed the waitlists at the police academies. There is currently a 6 – 9 month waitlist. The Police Department now has 1 current vacancy with 2 more anticipated within the next quarter. Chief Keegan is hopeful to utilize the lateral hire list to be able to maintain minimum staffing and not the need to wait to put someone into the academy.

6. Executive Session

No Executive Session

7. Adjournment

With no further business, a motion was made to adjourn the meeting by Mr. Don Haines and seconded by Ms. Dianne Kellett. The motion was passed by a unanimous voice vote of all members present.

The meeting was adjourned at 5:04 pm.

Respectfully Submitted by Carole Murphy; Recording Secretary